Approved For Release 2006/11/01 : CIA-RDP57-00012A000600160030-7

COPY NO. 33

12 November 1952

OFFICE OF TRAINING

OFFICE OF TRAINING REGULATION 70-1

SUBJECT: MISSION AND FUNCTIONS OF THE DIRECTOR OF TRAINING AND STAFF AND DIVISION CHIEFS OF THE OFFICE OF TRAINING (GENERAL)

1. Organization Chart of the Office of Training
2. Mission and Functions of the Director of Training
3. Mission and Functions of the Chief, Plans and Policy Staff
4. Mission and Functions of the Chief, Orientation and Briefing Division
5. Mission and Functions of the Chief, Junior Officer Training Division
6. Mission and Functions of the Chief, Intelligence Training Division
7. Mission and Functions of the Chief, Programs Division
8. Mission and Functions of the Chief, Language Services Division
9. Mission and Functions of the Chief, Management Training Division

DISTRIBUTION:
ALL SECTION, BRANCH,
DIVISION, AND STAFF
CHIEFS OF O/TR

MORI/CDF

Approved For Release 2006/11/01 : CIA-RDP57-00012A000600160030-7

25X1

Approved For Release 2006/11/01 : CIA-RDP57-00012A000600160030-7

Approved For Release 2006/11/01 : CIA-RDP57-00012A000600160030-7

Approved For Release 2006/11/01 : CIA-RDP57-00012A000600160030-7

DIRECTOR OF TRAINING

MISSION

The Director of Training shall develop and direct Agency training programs and review Office training programs; represent the Director of Central Intelligence on subjects related to training; participate in the formulation of the policies and plans of the Career Service Board; determine requirements for Agency training facilities in the United States; in accordance with the applicable provisions of Public Law 110 (81st Congress, 1st Session), provide for Agency participation in training programs at appropriate external facilities, public and private, in the United States and abroad; and establish and maintain standards of achievement for Agency personnel in Agency training programs.

FUNCTIONS

The Director of Training shall:

A. Serve as permanent member of the CIA Career Service Board.

B. Serve as advisory representative on the Professional Selection Panel.

C. Formulate and carry out training policies, plans, standards, and programs to increase the capabilities of personnel to serve the Agency.

D. Develop and direct, in coordination with appropriate Offices, training programs in the United States relating to the skills and techniques required in the specialized operational activities specifically charged to the Agency.

E. Develop and direct within the Agency training programs relating to the principles, methods, and objectives of national intelligence.

F. Determine the physical facilities in the United States needed to meet the requirements of Agency training programs.

G. Provide for the training of personnel in language, area, and specialized functional fields.

H. Conduct indoctrination for new personnel and orientation for Agency, governmental, and other personnel, as required, in the mission, functions, and organization of the Central Intelligence Agency.

I. Provide management training for executives, administrators, and supervisors to improve their skills in conserving the human and physical resources of the Agency.

J. Direct a comprehensive program for the selection, professional training and career preparation of junior officer personnel in cooperation with the various Offices of the Agency.

Approved For Release 2006/11/01 : CIA-RDP57-00012A000600160030-7

Approved For Release 2006/11/01 : CIA-RDP57-00012A000600160030-7

K. Indoctrinate and train clerical personnel in Agency office practices and procedures and other clerical skills.

L. Establish the standards of performance to be met by Agency personnel in Agency training programs, and, after consultation with the appropriate Office Head, terminate the training of personnel for failure to meet prescribed standards of performance.

M. Review Office training programs, including on-the-job training, and advise and assist the Offices in the development, direction and conduct of such training.

N. Maintain, in coordination with appropriate Offices, relationships with officials in governmental and private institutions in the United States and abroad for the purpose of providing training programs.

Approved For Release 2006/11/01 : CIA-RDP57-00012A000600160030-7

Approved For Release 2006/11/01 : CIA-RDP57-00012A000600160030-7
S-E-C-R-E-T

CHIEF, PLANS AND POLICY STAFF (TR/G)

MISSION

The Chief, Plans and Policy Staff, shall act as planning officer and policy advisor to the Director of Training and the Deputy Director of Training (General).

FUNCTIONS

The Chief, Plans and Policy Staff, shall:

A. Identify Agency training requirements, both immediate and long range, in collaboration with the various office heads of the Agency and appropriate division chiefs of the Office of Training.

B. Formulate and recommend training policies, procedures, plans, standards, and programs to meet Agency training requirements and to increase the capabilities of personnel to serve the Agency.

C. Review and make recommendations on the policies, procedures, plans, standards, and programs developed by the division chiefs of the Office of Training (General).

D. Develop and recommend solutions to organizational and training problems of the Director of Training and the Deputy Director of Training (General) relating to the conduct of the Office of Training mission.

E. Design plans and make recommendations regarding the organization, mission, and functions of appropriate components of the Office of Training.

F. Establish and maintain relationships with governmental and non-governmental institutions of actual and potential support to Agency training programs.

G. Establish the scope and terms of reference for the production of training manuals and other aids required in the training of professional personnel in the Agency.

H. Provide the secretariat for meetings with Agency Training Officers.

I. Serve as a member of the Office of Training Career Service Board.

Approved For Release 2006/11/01 : CIA-RDP57-00012A000600160030-7
S-E-C-R-E-T

Approved For Release 2006/11/01 : CIA-RDP57-00012A000600160030-7
S-E-C-R-E-T
Security Information

CHIEF, ORIENTATION AND BRIEFING DIVISION (TR/G)

MISSION

The Chief, Orientation and Briefing Division, shall develop, direct and present briefings, lectures, indoctrination courses, and orientation programs on national intelligence activities and on the mission and functions of the Agency and its components, for selected Agency and governmental personnel and for designated non-governmental individuals and groups.

FUNCTIONS

The Chief, Orientation and Briefing Division, shall:

A. Conduct an indoctrination course for new personnel entering on duty with the Agency.

B. Conduct a comprehensive orientation program for selected personnel of the Agency and of other governmental agencies.

C. Administer a program of presentations by key Agency officials to senior personnel of the Agency on plans, programs, objectives, and problems arising out of the various activities of the Agency.

D. Provide for briefings of outgoing service attaches on intelligence subjects essential to their mission.

E. Present special briefings to high-level personnel, consultants, selected governmental and foreign officials, at the request of the Director of Central Intelligence, Deputy Directors, Director of Training, or Assistant Directors.

F. Present special lectures at various Department of Defense schools and colleges, the Foreign Service Institute of the Department of State, and other institutions, as directed.

S-E-C-R-E-T
Approved For Release 2006/11/01 : CIA-RDP57-00012A000600160030-7

Approved For Release 2006/11/01 : CIA-RDP57-00012A000600160030-7

CHIEF, JUNIOR OFFICER TRAINING DIVISION (TR/G)

MISSION

The Chief, Junior Officer Training Division, shall develop and direct a comprehensive program for the selection and career preparation of new junior officer personnel of exceptional qualifications in order to meet current and long range requirements of the Agency for professionally trained personnel.

FUNCTIONS

The Chief, Junior Officer Training Division, shall:

A. Identify, in collaboration with the various office heads of the Agency, requirements for junior officer personnel.

B. Assess, evaluate, and select personnel and arrange for their entry into the junior officer program.

C. Develop, prescribe, and supervise programs of combined training and duty assignments for the purpose of increasing the professional competence and further the career preparation of junior officer personnel, in cooperation with the various office heads of the Agency and appropriate division chiefs of the Office of Training.

D. Correlate assessments and evaluations of the performance of junior officer personnel in training and on-duty assignments, in order to prescribe appropriate modifications to their career preparation programs.

E. Recommend, in collaboration with the Office of Personnel and appropriate office heads of the Agency, the placement of junior officer personnel in permanent duty assignments in the Agency.

F. Arrange for the entry into the Armed Forces of selected junior officers without prior military service for training and specified active duty, and on their return to the Agency, prescribe a program for the completion of their career preparation.

Approved For Release 2006/11/01 : CIA-RDP57-00012A000600160030-7

Approved For Release 2006/11/01 : CIA-RDP57-00012A000600160030-7

CHIEF, INTELLIGENCE TRAINING DIVISION (TR/G)

MISSION

The Chief, Intelligence Training Division, shall develop, direct and conduct training programs in the principles, methods and objectives of national intelligence designed to relate the professional competence of selected Agency personnel to the profession of intelligence, and to increase their professional competence in the field of national intelligence.

FUNCTIONS

The Chief, Intelligence Training Division, shall:

A. Identify, in collaboration with appropriate office heads, requirements for intelligence training at basic, intermediate, and advanced levels.

B. Develop, direct and conduct a basic intelligence course for selected professional personnel of the Agency.

C. Develop, direct and conduct refresher and intermediate intelligence training courses in specified intelligence methods and techniques for selected junior and senior professional personnel of the Agency.

D. Develop, direct and conduct an advanced course in the theory and principles of national intelligence for selected senior professional personnel of the Agency.

E. Establish and maintain performance standards to be met by Agency personnel in intelligence training courses, and assess and evaluate such personnel for career development purposes.

F. Establish and maintain relationships with appropriate officers of the Agency and of the IAC agencies concerning intelligence training.

G. Direct and supervise a reading improvement course designed to increase the reading speed and reading comprehension of selected Agency personnel.

Approved For Release 2006/11/01 : CIA-RDP57-00012A000600160030-7

Approved For Release 2006/11/01 : CIA-RDP57-00012A000600160030-7
S-E-C-R-E-T
Security Informatic

CHIEF, PROGRAMS DIVISION (TR/G)

MISSION

The Chief, Programs Division, shall plan, develop and arrange for programs providing specialized training in area, area combined with language, and technological, industrial and other substantive fields, within the Agency and at appropriate public and private facilities, in the United States and abroad, in order to increase the knowledge-in-depth of selected Agency personnel in specialized fields subsidiary to the field of national intelligence.

FUNCTIONS

The Chief, Programs Division, shall:

A. Identify, in collaboration with appropriate office heads, immediate and long range requirements for specialized training.

B. Evaluate the capabilities of external facilities providing specialized training and designate those suitable for Agency use for various purposes.

C. Plan, develop, and arrange for programs of specialized training for selected Agency personnel within the Agency and at designated external facilities.

D. Establish standards to be met by external facilities designated for Agency use and recommend termination of the use of such facilities for failure to satisfy prescribed standards.

E. Establish and maintain achievement standards to be met by Agency personnel in training at designated external facilities and recommend termination of the training of personnel for failure to satisfy required achievement standards.

F. Review, with the aid of a panel or consultants, as appropriate, all requests for specialized training, and recommend action to be taken.

G. Arrange for the entry of selected Agency personnel, in accordance with appropriate security and administrative procedures, into institutions providing approved specialized training facilities.

H. Administer and supervise a program for the training of selected Agency personnel in the various Department of Defense schools and colleges.

S-E-C-R-E-T
Approved For Release 2006/11/01 : CIA-RDP57-00012A000600160030-7

Approved For Release 2006/11/01 : CIA-RDP57-00012A000600160030-7
SECRET
Security Informatic

CHIEF, LANGUAGE SERVICES DIVISION (TR/G)

MISSION

The Chief, Language Services Division, shall develop, direct, conduct and arrange for language training programs within the Agency and at appropriate public and private facilities, in the United States and abroad, in order to provide appropriate levels of language proficiency for selected Agency personnel.

FUNCTIONS

The Chief, Language Services Division, shall:

A. Identify, in collaboration with appropriate office heads, requirements for language training.

B. Evaluate the capabilities of external facilities providing language training and designate those suitable for Agency use in various languages.

C. Develop and direct language training courses and operate a language laboratory within the Agency to provide basic and advanced language training for selected Agency personnel on a group, individual, and self-study basis.

D. Plan, develop and arrange for language training programs at designated external facilities.

E. Represent the Office of Training at various language institutes and meetings of learned societies in order to adapt for use in the Agency the best current methods and techniques of language instruction.

F. Represent the Office of Training on all inter-departmental language committees and maintain relationships on language training activities with appropriate officers in other governmental agencies.

G. Develop linguistic methodology and training techniques, and training aids based on the best experience available in the audio and visual language training fields.

Approved For Release 2006/11/01 : CIA-RDP57-00012A000600160030-7
SECRET

Approved For Release 2006/11/01 : CIA-RDP57-00012A000600160030-7
CONFIDENTIAL
Security Information

CHIEF, MANAGEMENT TRAINING DIVISION (TR/G)

MISSION

The Chief, Management Training Division, shall develop, direct and conduct training programs designed to advance the techniques of effective management and to increase competence in clerical skills throughout the Agency.

FUNCTIONS

The Chief, Management Training Division, shall:

A. Identify, in collaboration with appropriate office heads, the requirements for training in management and in clerical skills throughout the Agency.

B. Recommend policies and develop and provide programs for the training of executive, administrative, and supervisory personnel with reference to their management functions, within individual offices or Agency-wide, as required.

C. Develop and provide induction training for new clerical personnel, refresher training for clerical personnel on the job, and specialized clerical training to meet the specific needs of individual offices.

D. Represent the Office of Training at meetings of the American Management Association, the Society for the Advancement of Management, the American Society for Public Administration, the Society for Personnel Administration, the American Political Science Association, and other similar associations for the purpose of adapting for use in the Agency the best practical thinking in the field of management training.

Approved For Release 2006/11/01 : CIA-RDP57-00012A000600160030-7